

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Public Works Director – Public Services Division	Job Family: 3
General Classification: Management	Job Grade: 49

Definition: Manage the Public Services Division of the Public Works Department. Responsibilities include managing division staff and operations as well as assisting the Public Works Director in the planning, organization and review of utilities, engineering and environmental compliance, streets and landfill maintenance, fleet, facilities and associated administrative services.

Distinguishing Characteristics: The Assistant Director serves as full-line assistant to the director or assume responsibility for a major division and, in addition, perform general administrative tasks for the director. Receives general direction from the Public Works Director. Exercises direct supervision over professional, supervisory, technical and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist the Public Works Director in managing and directing the Public Services Division and the larger Public Works Department.
2. Assist in developing department and division goals and objectives; assist in the implementation of policies and procedures.
3. Ensures that Public Services programs perform effectively by establishing goals, objectives and policy guidelines, and by reviewing performance of divisions and contractors.
4. Manages, directs and organizes personnel, facilities and other resources of the division to achieve an acceptable level of service.
5. Recommend the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Ensures fiscal soundness of the division by working with the Director to develop, justify and administer the division's capital and operating budgets, including analyzing expenses and establishing rates and fees to cover all costs of the enterprises.

7. Analyze, plan and implement improvements in performance of division operations, including labor pooling, work scheduling, work analysis, equipment utilization, contracting, new technologies and innovative financing.
8. Represent the Public Works Department – Public Services Division in meetings and on committees.
9. Manage large and complex projects by coordinating work with other City departments as well as other organizations and agencies.
10. In cooperation with the Public Works Director, assist in the strategic planning, coordination and implementation of overall division and departmental policy and administration.
11. Negotiate contracts assuring compliance with City policies and sound management practices.
12. Assume the role of Public Works Director in his/her absence.
13. Provide division leadership.
14. Oversee the division occupational safety and health program and assure compliance with associated laws and regulations.
15. Assure division activities comply with pertinent Federal, State and local environmental rules and regulations.
16. Establish a cooperative, collaborative relationship with employee labor organizations.
17. Manage by example and by creating a value-driven organization emphasizing communication and collaboration.
18. Ensure division programs utilize Best management practices and current technology.
19. Develop training programs for division functions to ensure up-to-date skills and services.
20. Research and prepare technical and administrative reports; prepare written correspondence with clearly organized thoughts using proper sentence construction, punctuation and grammar.

21. Communicates orally with customer, clients or the public in a face-to-face, one-on-one setting, on the telephone or in large public meetings. This may include interviewing, giving verbal assistance, counseling, advice and explanations.
22. Enters and/or retrieves data or information into or from a terminal, PC or other keyboard device.
23. Makes prompt and effective decisions in both routine and emergency situations.
24. Attends evening meetings and/or works various shifts, including nights, weekends and holidays.
25. Performs other related duties as assigned.

Minimum Qualifications:

Knowledge of: Current principles, methods, practices and issues related to operation and maintenance of City services including streets, landfill, water, wastewater, facilities and utilities; principles and practices of establishing sound preventative maintenance programs; principles and practices necessary to ensure loss prevention and employee safety; principles and practices of strategic planning; municipal government structure and management; pertinent Federal, State and local laws and practices related to public services operations; municipal budgeting procedures and techniques; principles and practices of organizational development; principles and practices of supervision, training, and personnel management; principles of business correspondence and report writing.

Ability to: Develop and implement public programs, projects and procedures; communicate clearly and concisely, both orally and in writing; plan, organize and direct a Public Services division; interpret and explain policies and procedures; select, train, supervise and evaluate departmental staff; coordinate and represent operations, programs and policies with Council, commissions, management, staff, business and the community; develop, prepare and administer a budget; establish and maintain collaborative, effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to completion of a bachelor's degree in engineering, public administration or a related field and five years of increasingly responsible experience in the management of operations and maintenance functions, three years of which must have been at a supervisory or management level. Completion

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of a master's degree in engineering, business administration or a related field is highly desirable.

Required Licenses or Certificates: Valid California driver's license.

Established September 1998

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